Public Administration

A concentration in public administration prepares you for working in public institutions, managing people in the public sector and government and business operations. Federal, provincial and municipal governments are among the largest employers in Canada.

Career Possibilities

Some options may require further/prior education

Administrative Officer
Administrative Officers oversee and implement administrative procedures, establish work priorities and coordinate the acquisition of administrative services such as office space, supplies and security services. They are employed throughout the private and public sectors.

Commerce Officer
A Commerce Officer influences the growth and competitiveness of Canadian industrial sectors by developing, implementing and monitoring strategic public policies and regulations related to investment, technology, innovation, global value chains, human resource development, and Canada's business climate.

Government Policy Analysts
Policy Analysts research various issues regarding social, political, religious, and financial matters and make recommendations on how to improve these issues through legislation, regulations, and process controls. Policy analysts may work for private organizations or the government.

Program Administrator
A Program Administrator is responsible for planning, implementing, and evaluating a program such as a health care or education program. The role of the administrator includes both leadership and management functions. Leadership functions relate to helping an organization identify values, set goals, articulate a vision, and outline a course of action to achieve the vision. Management functions relate to the execution of tasks and setting up a system to carry out the organization's mission.

Degree Specific Skills

- Analytical Skills
- Technology Competency
- Results-Oriented
- Negotiation Skills
- Organization & Planning
- Problem Solving
- Quantitative Competency
- Time Management
- Communication
- Ability to Improve Business Processes

Brock Competencies

The knowledge, skills and attributes that students develop through their curricular and co-curricular experiences and reflection.

- Act Innovatively
- Apply Knowledge
- Be Curious
- Collaborate Effectively
- Communicate Effectively
- Engage with Your Community
- Know Yourself
- Practice Intercultural Fluency
- Surgite!
- Think Critically

Topics of Study

- Economics
- Public Finance
- Research Methods/Statistics
- Policy Process & Analysis
- Ethics
- Public Management
- Program Evaluation/Performance Measurement

Positions of Recent Grads

- Health Care Program Administration Officer
- Elections Officer
- Immigration Officer
- Human Resources

Professional Associations

Institute of Public Administration of Canada (IPAC)
ipac.ca

Canadian Association of Programs in Public Administration (CAPPA)
cappa.ca

Common Wealth Association for Public Administration & Management (CAPAM)
commonwealthgovernance.org

Student Clubs

GOODMAN GBC GRADUATE BUSINESS COUNCIL

Graduate Business Council
goodmangbc.com

GOODMAN BSA BUSINESS STUDENTS' ASSOCIATION

Business Students' Association
goodmanbsa.com

Using Social Media

LinkedIn can be an effective way to access industry professionals and build your professional network.

Book an appointment on **CareerZone** to create or improve your profile!

How We Can Help

The Goodman Career Education team provides various services and hosts events to help prepare students for the job search process.

- **Book an appointment** with our office
- **Goodman Portal:** portal.bus.brocku.ca
- **Networking Events**

You are also encouraged to attend the following events, hosted by the Goodman Career Education team:

1. Exploring Careers in Consulting – meet alumni and industry professionals

2. Exploring Careers in Small & Medium Sized Enterprises – meet alumni and industry professionals

🐦 📷 **goodmanschool**
🐦 📷 **BrockCareerZone**

🖥 **portal.bus.brocku.ca**
🖥 **careerzone.brocku.ca**

Goodman
School of Business

Brock University
Career Education